



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **CARDIOPULMONARY SERVICES MANAGER (Provisional* Appointment)**

SALARY: \$58,330 - \$75,222 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an administrative position responsible for directing, planning, and coordinating the operations of the cardiopulmonary services unit at Monroe Community Hospital. Work involves insuring the optimum level of cardiopulmonary care is afforded to residents. Work further involves developing and implementing policies, procedures and standards for the unit including quality assurance. The Manager also performs therapeutic duties when necessary. Work is conducted in close cooperation with other hospital units such as Admissions, Medical, Nursing and Administration regarding patient placement and establishing care plans. General supervision is exercised over a registered and/or licensed respiratory therapy staff. The employee reports directly to and works under general supervision of the Nursing Administrator or other administrative staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; PLUS ALL OF THE FOLLOWING:

- (1) Possession of Registered Respiratory Therapist (RRT) credential issued by the National Board for Respiratory Care Inc. (NBRC), AND
- (2) Possession of a Respiratory Therapy (RT) license issued by the New York State Department of Education (NYSDOE), AND
- (3) Five (5) years paid full-time or its part-time equivalent experience as a respiratory therapist, two (2) of which must have been in a supervisory capacity.

ADDITIONAL INFORMATION:

Candidates must submit copies of their license and certificate when applying for this position.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES DEPARTMENT
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Deadline: August 13, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.